



JAPAN-U.S. FRIENDSHIP COMMISSION INSTITUTIONAL GRANT APPLICATION

Applications are due on July 1 of each year. If July 1 falls on the weekend or Holiday, applications would be due in the JUSFC offices by 5:00 p.m. on the following Monday or the following business day, respectively.

Applications are only accepted only once a year. This is ****not**** a rolling deadline.

Please submit the entire application via email to [jusfc\[at\]jusfc\[dot\]gov](mailto:jusfc[at]jusfc[dot]gov)

Please also submit **one hard copy** application and all supporting materials via mail to:

The Japan-U.S. Friendship Commission
1201 15th Street, NW Suite 330
Washington, DC 20005

Please include a link to any relevant media that you may want to include. Please include any passwords, as appropriate.

All proposals must be submitted via email as well as in hard copy.

- Please include the following Application Cover Sheet, followed by the project narrative not to exceed 1,000 words, double-spaced 12-point Garamond font. The narrative must be organized as follows:
 - Amount Requested from JUSFC. Please include any proposed cost sharing with another organization (including in-kind support)
 - Description of the Project and Funding Need (please refer to the selection criteria)
 - The proposed start and end date of the project (please try to be as accurate as possible)
 - Description of the proposed impact of the project (please refer to the selection criteria)
 - Description of intended program evaluation (How does the applicant propose to measure success? What are the anticipated short/long term interventions the applicant is proposing?).
 - Description of intended program outreach (as applicable)
 - Brief Description of the Applicant's Mission, History and Recent Organizational and/or Project Accomplishments Related to Japan/U.S.-Japan Relations
 - Funding: Does the organization have a funding history with JUSFC? If so, please list the project name, dates and funding amount. Please also list whether the organization had previously applied for but not received JUSFC funding. If so, please include the name of the project and the year.



APPLICATION COVER SHEET

Date

Name of Submitting Institution

Project Title

Requested Grant Amount

Proposed Time Frame of Project

Name and Complete Contact Information of the Project Director

Congressional District of the Institution

Congressional District where the project will take place. If in Japan, please indicate the prefecture

Current Institutional DUNS Number

The DUNS number must be updated annually at registered at number must be updated yearly and registered at <https://www.sam.gov>. For more information about the DUNS number, please visit: https://www.whitehouse.gov/sites/default/files/omb/grants/duns_num_guide.pdf